

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P & F No.	Page
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SUBJECT UNIFORM PROCEDURE FOR THE ACCEPTANCE OF CHECKS		Effective Date	September 1, 1985
		Supersedes P & F No.	Dated
		25-8006	Feb 1, 1984
DIVISION Alaska Marine Highway System		SECTION Deputy Comm. Office	CHAPTER TITLE Check Cashing Shore Facilities <i>[Signature]</i>

PURPOSE:

To provide a uniform policy and procedure for accepting checks for the payment of services purchased.

POLICY:

It shall be the policy of the Alaska Marine Highway System to maintain control over the acceptance of checks in order to minimize the incidence of revenue loss due to returned checks.

DISTRIBUTION:

All Holders of the Alaska Marine Highway System Administrative Manual
 All Shore Facilities Ticketing Personnel.

PROCEDURE:

The employee accepting a check in payment of services must adhere to the following:

1. Alaskan checks only. Checks drawn on Alaskan Banks by residents of the State of Alaska. No out-of-State checks. No third party checks.
2. Checks will be accepted only for the amount services purchased.
3.
 - A. Checks accepted must have the customer's name and address (If available, street address as well as box number. General Delivery is not an acceptable address) and the check number pre-printed on the check. This specifically prohibits any employee from accepting a check without such printing. (No counter-type checks will be accepted.)
 - B. Employee must check the date to verify current date.
 - C. Employee must check that both amounts on the face of check match.
 - D. Employee must check to be certain that the check is signed and that the signature matched the printed name.
4. Before accepting a check the employee will refer to the Bad Check List (either hard copy or when available, in the computer to determine whether or not the customer's name appears on that list. If it does, DO NOT accept a check.

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APPROVED BY

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UNIFORM PROCEDURE FOR
THE ACCEPTANCE OF CHECKS

DIVISION Alaska Marine

SECTION

Highway System

Deputy Comm. Office

CHAPTER TITLE

Check Cashing
Shore Facilities

5. The employee, when accepting a check, must require and examine TWO pieces of identification.
6. A rubber stamp will be provided to all ticketing employees, which will affix the following to the back of each check:

Received by: _____ (name of employee)
Location: _____ (shore facility at which
check is accepted)
I.D. _____ (ID shown on identification #1)
I.D. _____ (ID shown on identification #2)
Itinerary #: _____ (itinerary for which check was
accepted, if existing)
Ticket #: _____ (ticket number for which check
was accepted)

The employee is required to complete the above information at the time the check is accepted. Failure to do so could result in disciplinary action.

7. Signs will be conspicuously displayed in all terminals, stating the check cashing policy of the Alaska Marine Highway System.
8. In the event checks are returned by a bank to the Alaska Marine Highway System, unpaid, a service charge of \$25.00 will be levied against each such check received. A sign to this effect will be prominently displayed.
9. The collection of returned checks will be vigorously pursued by the Alaska Marine Highway System, Finance Section. Ticketing offices will not undertake any activities on returned checks.